

OFNS Vendor Compliance Requirements

Effective January 3, 2012

Compliance Designee & Execution Plan

Each vendor shall appoint a staff member to serve as the primary point of contact (POC) for compliance. This POC will be responsible for developing an implementation plan for DCPS detailing how the vendor will meet each of the requirements outlined below.

The compliance execution plan will be used to evaluate contract adherence in regard to compliance.

Counting and Claiming

-Each point of sale machine must have a working pin pad or scanner and this equipment must be used to take meal accountability when operable without exception.

- If inoperable, cashiers must either ask students their names and record them in the POS or use a roster to take accountability.

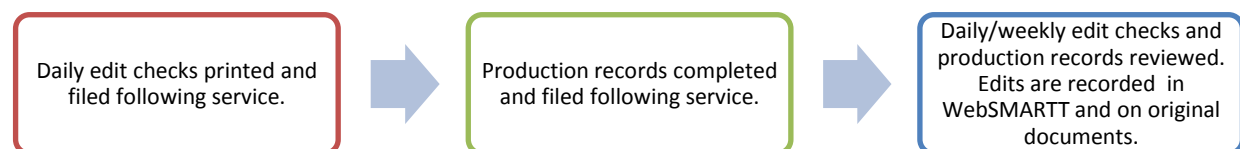
-Each point of sale machine must have one worker to take accountability.

-If a Point of Sale is inoperable or if meals are served outside of the cafeteria (Breakfast in the Classroom, Family Style Meals), a student roster from WebSMARTT must be used to take accountability.

- School cafeteria and staff are the only individuals allowed to take accountability.
- Students must be checked off on a roster if being accounted for. If all students are checked off on a roster or if notations other than checkmarks are used, the individual taking accountability must be instructed on procedure.
- Each student must be asked their name before being checked off on a roster.
- Meal rosters must be kept in folders and should not be visible to students.

-All point of sale technical issues should be reported immediately to websmartt.issues@dc.gov.

Edit Check and Production Record Procedure (Three Way Match)



Daily Edit Check, *Total Claimed* = Daily Production Record, *Reimbursable Meals Served*
Monthly Edit Check = Daily Edit Checks (1 month) = Daily Production Records (1 month)

-Edit checks must be printed daily at each school site and maintained in the cafeteria office.

- Breakfast and lunch meal counts must be inputted in full prior to printing the daily edit check.
- Supper edit checks must be printed the day following service and attached to the matching breakfast and lunch edit check.
- If a classroom meal count (BIC, FSM) is not recorded in the daily edit check, the additional meals must be noted and explained on the print out either in writing, dated and initialed, or by attaching the excluded meal roster(s).
- If edit checks are changed to account for customer ignored or other errors, these changes must be relayed to the cafeteria lead and be noted on the daily edit check and daily production record, dated and initialed.

- (Non-Provision 2 Schools) If the meals claimed exceeds the average daily attendance for any category (free, reduced, paid) on the daily edit check, the justification for the claim must be noted on the daily edit check, dated and initialed.

-Production records must be completed daily and maintained in the cafeteria office.

- “Portion prep total” must equal the portion received from production kitchen or portion prepared for service; and
- “Portion serve reimbursable” (entrée) must equal “reimbursable meals.”

-Edit checks and production records must be reviewed daily. Corrected weekly edit check reports must be sent to DCPS by close of business every Wednesday and must be corroborated by copies of the daily edit checks and daily production records kept on-site at the school.

- Any days for which meal participation is 10% or more below average must be noted and explained on the weekly edit check.
- Any errors found by DCPS must be fixed by the vendor in WebSMARTT and noted on the corresponding daily edit check(s) and production record(s), dated and initialed.

Certification, Documentation, and Record Keeping

-At least one DC certified food handler must be on-site during meal service.

-The following documents must be posted in the kitchen or cafeteria at all times:

- A copy of the valid DC certified food handlers identification card (kitchen);
- A copy of a valid cafeteria business license (kitchen);
- A copy of the most recent DC DOH health inspection, 6 months old or less (kitchen);
- An 8.5x14 “And Justice for All” poster in a highly visible location (cafeteria + all Early Childhood classrooms); and
- If serving supper, an 8.5x11 “Building for the Future” poster provided by DCPS (cafeteria).

-All records must be maintained for a minimum of three years plus the current year. Records must be orderly and easily accessible. Records which must be maintained at the school site include:

- Production records;
- Daily edit checks and accountability rosters;
- Delivery tickets (if applicable); and
- Dietary accommodation forms (if applicable).

Meal Pattern Requirements

- All students in grades Pre-K-5 must be served compliant amounts of all required food components at breakfast and lunch. Students in grades 6-12 must be offered compliant servings of all food components, but may decline one food item at breakfast and two food items at lunch. However, at least a fruit or a vegetable must be selected at each meal.

- Skim and 1% milk must be offered at all meal periods.
- Correct portioning tools must be available on site to meet the NSLP portion requirements.

-Students must only be given a meal or component substitution if they have a dietary needs form on file which has been certified by the vendor’s resident dietician.

Health & Sanitation Requirements

-All workers must be in uniform at all times.

- All workers must wear hairnets and gloves at all times when preparing food.
- Workers must not wear fingernail polish, have false nails, or wear exposed jewelry.
- All refrigerators and freezers must be maintained at proper temperature.
 - 40F and below for refrigerators, ideal 35F-38F; and
 - 0F for freezers.
- All perishable foods must be dated.
- All foods must be elevated at least 6 inches from the floor in the storeroom.
- All facilities and equipment must be clean.